

**OFFICE OF INDUSTRIAL TECHNOLOGIES  
FIELD WORK PROPOSAL REPORTING GUIDANCE FOR NATIONAL LABORATORIES**

**ANNUAL PROGRESS REPORT**

1. When is the Annual Progress Report due?

A. Annual reports are due 90 days after the project start anniversary date (e.g., project starts July 1, 2001; annual report is due on September 28, 200x), unless a different reporting due date is requested. The last annual report is automatically waived; information should be included in the final report.

2. What should the annual report contain?

A. The annual report is a comprehensive, stand-alone report of all work done on the project up to that point in time.

3. What electronic format should I use to submit the report?

A. Reports must be submitted in Adobe Portable Document Format (PDF). If you cannot meet this requirement, please notify the OIT project manager for additional instructions. Investigators should expect to eventually acquire PDF capability in order to comply with reporting requirements, including a requirement for the final report to be submitted as a PDF document.

4. What page set-up requirements do I need to meet?

A. The report must be sized so that it can be printed on standard 8-1/2" by 11" paper. Margins on all four sides (including headers and footers) must not be smaller than one inch (1"). Font size must be Arial 11 point or equivalent.

5. Where is the recommended format?

A. The recommended format begins on the next page.

## **National Laboratory Field Work Proposal Annual Progress Report**

**Project Title:** Title

**Covering Period:** (e.g., April 1, 2000 to April 1, 2001)

**Date of Report:** (e.g., May 13, 2000)

**Laboratory:** Laboratory Name  
Address

**FWP/OTIS Number:**

**Subcontractors:** Names

**Other Partners:** Names

**Contact:** Principal Investigator (name telephone number, email address)  
and others that you wish to be identified

**Project Team:** (DOE-HQ contact, industry contact, project mentor)

**Project Objective:** Project Objective(s)

**Background:** Project background

**Status:** This section should include a concise narrative assessment of the work done up to the present time according to the tasks for the project, as well as any problems or programmatic issues related to milestones and schedule, and how they are being resolved. The discussion should include experimental procedures used, observations/results, conclusions, and recommendations. References should be included as necessary. The status should not contain any proprietary information or details that should not be released to the public. (This report will be made available to the public via the Internet.) If such details are important to reporting the status, a note can be included in the write-up indicating this and asking the reader to contact the PI for further information. It is expected that this section would be between 5 and 20 pages in length.

**Plans for Next Year:** A discussion about the plans for the next year and other plans according to the schedule for the project.

**Patents:** A cumulative list of patents applied for or resulting from the award.

Laboratory Annual Progress Report  
FWP/OTIS Number:

Date

**Publications/Presentations:** Identify and attach a cumulative list of all publications resulting from the award. Identify and attach a cumulative list of all presentations resulting from the award that were made to industry or government groups.

**Milestone Status Table:** This should be a complete list of project milestones, anticipated completion dates, and actual completion dates. The milestone identification number should correspond to the task numbers to aid in tracking. An example is shown below.

ID Number	Task / Milestone Description	Planned Completion	Actual Completion	Comments
1	Molding Study			
1.1.1	Molding Literature Review	7/1/98	7/1/98	
1.1.2	Receive Foundry Data	9/30/98		new date 4/30/99
1.1.3	Receive Vendor Data	9/30/98	9/30/98	
1.1.4	Visit Foundries	9/30/98	12/31/98	
1.2.1	Select Castings	9/30/99		new date 3/31/99
1.2.2	Produce Castings	9/30/99		new date 7/31/99
1.2.3	Measure Castings	10/15/99		
1.2.4	Analyze Data	10/15/99		
1.3.1	Design Tools	7/31/99		
1.3.2	Build Tools	12/31/99		
1.3.3	Produce Castings	9/30/00		
1.3.4	Measure Castings	10/30/00		
1.3.5	Analyze Data	12/31/00		
1.4	Final Report	1/31/01		

**Budget Data** (as of date): The approved spending should not change from quarter to quarter. The actual spending should reflect the money actually spent on the project in the corresponding periods.

			Approved Spending Plan			Actual Spent to Date		
Phase / Budget Period			DOE Amount	Cost Share	Total	DOE Amount	Cost Share	Total
	From	To						
Year 1								
Year 2								
Year 3								
Year 4								
Year 5								
Totals								

## Spending Plan For The Next Year

[illegible]